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U U N C L A S S I F I E D U
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ZNR UUUCC

FM CNO WASHINGTON DC//N1//

TO NAVADMIN

BT

UNCLAS //N11103//

NAVADMIN 114/94

MSGID/GENADMIN/PERS-6//

SUBJ/TRANSIENT LODGING POLICY (TLP) //

REF/A/RMG/CNO/301908ZAPR93//

REF/B/RMG/CNO/271910ZAUG93//

REF/C/DOC/JFTR/01NOV93//

REF/D/DOC/JTR/01MAR93//

REF/E/RMG/CNO/171028ZÄUG93//

REF/F/DOC/CNP/24FEB92//

NARR/REF A IS NAVADMIN 077/93. REF B IS NAVADMIN 151/93. REF C IS THE JOINT FEDERAL TRAVEL REGULATIONS VOL 1 WHICH GOVERNS EXEMPTIONS FROM USE OF GOVT LODGING WHILE PERFORMING OFFICIAL TRAVEL. REF D IS THE JOINT TRAVEL REGULATIONS VOL 2 WHICH GOVERNS CIVILIAN PERSONNEL TRAVEL. REF E IS NAVADMIN 144/93. REF F IS NAVPERS 15606, NAVY BACHELOR QUARTERS MANUAL.//

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POC/CRUZ/LT/PERS-671/-/TEL:DSN 224-2810/TEL:703-614-2810//

RMKS/1. THIS NAVADMIN AMENDS REFS A AND B AND CONTAINS INFORMATION ESSENTIAL FOR ORDER WRITING AUTHORITIES AND TRAVELERS TO COMPLY WITH A REVISED TRANSIENT LODGING POLICY, WHICH HAS BEEN MODIFIED BASED ON INPUT FROM THE FIELD.

2. PARAGRAPHS OF REF A ARE MODIFIED AS FOLLOWS:

A. TRANSIENT LODGING POLICIES ARE APPLICABLE TO NAVY PERSONNEL TRAVELING ON FUNDED TEMPORARY DUTY UNDER INSTRUCTION (TEMDUINS) ORDERS AS WELL AS FUNDED TEMPORARY ADDITIONAL DUTY (TDY) ORDERS (ADD TO PARA 3).

B. COMMAND TRAVEL COORDINATORS (CTC) MAY CHECK AVAILABILITY OF NEARBY LODGING FACILITIES OF ANOTHER SERVICE BUT USE OF SUCH FACILITIES IS NOT MANDATED (ADD TO PARA 3A).

C. THE AUTHORITY TO EXEMPT TRAVELERS FROM USING GOVERNMENT QUARTERS, AS CITED IN REFS C AND D, REMAINS, WITH THE ORDER WRITING AUTHORITY. FOR MILITARY ORDERS, THE ORDER WRITING AUTHORITY MUST CITE THE APPROPRIATE ITEM NUMBER(S) IN BLOCK 20 OF NAVPERS 1320/16 THAT JUSTIFIES THE EXEMPTION. FOR CIVILIAN ORDERS THE REASON FOR EXEMPTION WILL BE STATED IN BLOCK 16 OF DD FORM 1610 PER REF D. RECOMMEND THAT ORDER WRITING AUTHORITY MAINTAIN

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DOCUMENTATION JUSTIFYING USE OF EXEMPTIONS FOR AUDIT/INSPECTION PURPOSES (ADD TO PARA 3A).

D. FOR CONFERENCES OR LARGE GROUP TRAVEL (E.G., AIR SQUADRON DETACHMENTS) ORDERS MAY BE ANNOTATED, AT THE DISCRETION OF THE ORDER WRITING AUTHORITY, THAT USE OF GOVERNMENT QUARTERS IS IMPRACTICAL DUE TO AN ADVERSE EFFECT ON MISSION REQUIREMENTS OR GROUP INTEGRITY PER REFS C OR D (ADD TO PARA 3A).

E. IF ORDERED TO A CITY INSTEAD OF TO AN INSTALLATION, USE OF GOVERNMENT QUARTERS IS ENCOURAGED, BUT NOT REQUIRED (REPLACES PARA

3B).

F. PERSONNEL EXECUTING TEMDUINS ORDERS WHO ELECT TO BRING DEPENDENTS ARE NOT ENTITLED TO A CERTIFICATE OF NON-AVAILABILITY (CNA) BASED SOLELY ON THE PRESENCE OF DEPENDENTS (ADD TO PARA 3C(2)).

G. IF A CNA HAS BEEN ISSUED, THE CTC OR TRAVELER MAY CONTACT THE COMMERCIAL TRAVEL OFFICE (CTO) AT THE LOCAL SUPPORTING NAVPTO/PSD TO OBTAIN COMMERCIAL LODGING ACCOMMODATIONS, OR MAY OBTAIN COMMERCIAL LODGING DIRECTLY IF NO OTHER SERVICES ARE REQUIRED FROM THE CTO. THIS POLICY IS SUBJECT TO CHANGE IN AREAS UNDERGOING TESTING OF THE BQ CENTRAL RESERVATION SYSTEM PER REF E (REPLACES PARA 3D).

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H. RESERVATIONS MAY BE BOOKED AT ANY TIME PRIOR TO TRAVEL. HOWEVER, A CNA MAY NOT BE ISSUED MORE THAN 45 DAYS IN ADVANCE OF TRAVEL. THE REQUIREMENT (REF F) TO RECONFIRM A RESERVATION 24 TO 48 HOURS PRIOR TO TRAVEL IS DISCONTINUED (REPLACES PARA 3E(1)).

I. TRAVELERS ON TDY/TEMDUINS FOR 14 DAYS OR LESS WILL EITHER BE ACCOMMODATED FOR THE ENTIRE PERIOD IN GOVERNMENT QUARTERS OR WILL BE ISSUED A CNA FOR THE ENTIRE PERIOD. FOR TRAVELERS WHOSE TDY/TEMDUINS EQUALS OR EXCEEDS 15 DAYS, RESERVATIONS WILL BE SOUGHT TO ACCOMMODATE THE TRAVELER FOR THE ENTIRE TRAVEL PERIOD. HOWEVER, IF THIS IS NOT POSSIBLE, RESERVATIONS WILL BE MADE FOR GOVERNMENT QUARTERS FOR THOSE PERIODS AVAILABLE AND THE CNA(S) ISSUED FOR THE REMAINING PERIODS. EXTREME CARE SHOULD BE EXERCISED TO AVOID UNNECESSARY INCONVENIENCES TO THE TRAVELER (REPLACES PARAS 3E(2), 3E(2)A AND 3E(2)B).

J. LODGING RESERVATIONS/CNA'S WILL BE REVISED ONLY IF REQUIRED BY CHANGES IN THE TRAVELER'S MISSION, NOT BECAUSE OF UNPLANNED VACANCIES (E.G., CANCELLATIONS OR NO-SHOWS) IN GOVERNMENT QUARTERS. (ADD TO PARA 3E(3)).

K. THE BQ RESPONSIBLE FOR MAKING THE RESERVATION(S) IN GOVERNMENT QUARTERS WILL PROVIDE CONFIRMATION NOTICE AND/OR CNA(S) PAGE 05 RUENAAA2541 UNCLAS FOR THE ENTIRE TDY/TEMDUINS PERIOD FOR THAT PARTICULAR LOCATION. THIS WILL ENABLE THE TRAVELER TO FINALIZE TRAVEL PLANS IN ADVANCE. INFORMATION PROVIDED TO THE TRAVELER WILL INCLUDE BQ NAMES(S), CONFIRMATION NUMBER(S), DATES OF OCCUPANCY FOR GOVT QTRS, CONTROLLED CNA NUMBER(S), AND DATES OF COVERAGE FOR PERIODS WHEN GOVERNMENT QUARTERS ARE NOT AVAILABLE. HARD COPY CNA'S WILL BE PROVIDED IN ACCORDANCE WITH THE CUSTOMER'S PREFERENCE: FAX IS STRONGLY RECOMMENDED, BUT MAIL/OVER-THE-COUNTER ARE OPTIONS. CNA'S ARE NOT REQUIRED FOR PERIODS OF OCCUPANCY IN A NAVY LODGE AS THESE ARE CATEGORIZED AS GOVERNMENT QTRS. THE CNA IS AN OFFICIAL ENDORSEMENT TO ORDERS AND MUST BE SUBMITTED WITH THE TRAVEL CLAIM (REPLACES PARA 3E(4)).

L. PARA 5 OF REF A ALSO APPLIES TO MILITARY PERSONNEL. HOWEVER, THIS PARAGRAPH DOES NOT PERTAIN TO CIVILIAN EMPLOYEES TRAVELING MORE THAN 50 PERCENT OF THE TOTAL NUMBER OF THE EMPLOYEE'S BASIC ADMINISTRATIVE WORK WEEKS DURING THE CURRENT FISCAL YEAR OR TO OTHERS EXEMPTED FROM USING GOVERNMENT QUARTERS PER REFS C AND D.

3. REF B IS GERMAINE, BUT ADD: TRAVELERS ORDERED SPECIFICALLY TO NAF ANDREWS AND NNMCMC BETHESDA WILL COMPLY WITH THIS NAVADMIN.

4. RELEASED BY H. C. MCKINNEY, RADM, USN.//

BT

#2541

NNNN

DLVR:NAVCRUITDIST JACKSONVILLE FL(1)...ACT

DLVR:NAVSURFLANT READSUPPGRU MAYPORT FL(5)...ACT

DLVR:NAVMARTRIJDICIRBROFF SOUTHEAST MAYPORT FL(1)...ACT

DLVR:FLETRACEN MAYPORT FL(1)...ACT